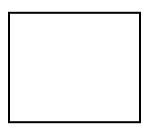


Application #	Application	#	
---------------	-------------	---	--

TOWN OF WEBSTER SIGN PERMIT APPLICATION



Office (858) 872-7028 • Fax (585) 872-1352 • planning-zoning@websterny.gov

Applicant/Contact Person:							
Name:	Address:						
Phone:	E-mail:						
Contractor (if different than a	pplicant):						
Name:	Address:						
Phone: E-mail:							
Project / Sign Name							
Project Address:							
Type: Quantity: Attached #:	SIGNAGE INFORMATION Dimensions: Building Façade Height:	Temporary Sign					
Free standing #:	Building Façade Width:	Permanent Sign					
Single Sided	Bldg. Façade Area (sq. ft.):	(Planning Board approval is required for all permanent signs)					
Single Sided Double Sided	Sign Height:	Ņ					
Internally Lit	Sign Height: Sign Width:	Direction(s) the sign will face					
Externally Lit	Total Sign Area (sq. ft.): (circle all that						
No Lighting	Height from grade:	apply) sw se					
Description (sign type, colors, materials, illumination type/source, etc.):							
By the signature below, on behalf of the applicant or owner, I hereby authorize representatives from the Town of Webster to enter the above referenced property, during normal hours, for the purpose of conducting inspections of the proposed construction/activity, as required by applicable law, rules, regulations ordinances and orders. I also certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the conditions and terms of approval.							
(Signature of Property Owner or Agent for Property Owner) Date							
Office Use Only: SBL #: Zoning District: Fee: Paid by: Cash Check							
Permit is hereby granted under the following condition(s):							
Approved by: Application approved/modified by PB/ZBA on							

Submission Checklist:	No. of copies:	
Completed Sign Permit Application	า	10
 Letter of intent (project description 	in applicant's own words)	10
 Instrument survey map provided (f 	reestanding signs)	10
Colored images of signage (max. s	size of 11"X17")	10
Non-collusion disclosure signed		1
 Overall height of sign above grade 	e (not to exceed 6 feet):	
Date of Planning Board meeting (in	f applicable)	
Decision of the Board:		
Variance Requested:		
Decision of the ZBA:		
The Town of Webster Planning Board, at its own applications after 10:30 PM on any regularly so rescheduled to the next available meeting. The applicant hereby makes application for the sign in conformance with the plans submitted a remove all signs granted hereunder if use of the days or if notified to remove said signs, as order	cheduled meeting day. The hearing a special and a special approved by the Town of Webs e premises discontinued for a period.	gs will be es to construct said ster and agrees to
Applicants Representative:	Date:	
Office Use Only		
Fees: \$50.00 base fee per sign + \$	31.00 per sq. ft. per sign (max. of \$	\$200 per sign)
Amount due:		
Date paid:		
Payment Method: Cash Check		
Special conditions:		_
Approved by:		

NON-COLLUSION DISCLOSURE PURSUANT TO SECTION 225-111 OF THE WESTER ZONING ORDINANCE

TO WHOM IT MAY CONCERN:

·	•	, County of Monroe or Town of Webster has any partnership making application for the project knowr
as		
DATED:		<u> </u>
	BY:	
		Authorized Representative

TIPS FOR APPLICANTS

Requesting permanent signage approval for a project before the Planning Board requires the applicant to provide as much information as possible. It is recommended that the owner/contractor bring the appropriate representatives to answer questions from the Planning Board. The following are tips to help in your presentation.

- 1. Dress appropriately. Applicants shall meet business or business casual attire out of respect to the Planning Board.
- 2. Be on time! Meetings start at 7:00 PM.
- Speak clearly and use the microphone. Get as close as possible to the microphone so all can hear you. Be sure introduce yourself, your company, and who you are representing. Be prepared to answer any questions from the Planning Board.
- 4. Provide visuals. The room is large. Visuals should be clear and easy to see, especially for the Board members and the public. Colored drawings are encouraged. Provide sample of building materials with color samples.
- 5. Be respectful to the Planning Board, staff, and citizens in attendance.

At the completion of the presentation, the Planning Board will make their decision regarding the project. You will receive a letter in the mail outlining the Planning Board's decision and conditions of approval.

The Town Code is available on the Town of Webster web page: www.websterny.gov. Click on "Town Code".

Please contact the Department of Public Works if you have any questions regarding this process.

Joshua Artuso
Director of Community Development
jartuso@websterny.gov
585.872.7028